



JOB DESCRIPTION

SCHOOL OFFICE ADMINISTRATOR

GIRLS' DIVISION

MAIN PURPOSE OF JOB:

To lead and coordinate the day-to-day administration of pupil attendance for the Girls' Division, ensuring accurate registers, prompt follow-up of absences, and high-quality communication with families. The postholder will contribute to the school's safeguarding culture and support strategies that promote excellent attendance and punctuality. The role will comprise other administrative duties as directed.

MAIN DUTIES:

Attendance administration

- Manage and quality-assure daily attendance processes, ensuring morning and afternoon registers are completed accurately and on time.
- Monitor and record late arrivals, early departures, internal truancy and part-day attendance, ensuring correct procedures and coding are followed.
- Maintain accurate records on the School Information Management System (ISAMS), applying appropriate attendance codes and updating notes consistently.
- Check and resolve missing marks, liaising with tutors/teachers to ensure statutory compliance and data integrity.
- Produce daily attendance lists including: missing marks, unexplained absences, late pupils, students of concern, and pupils requiring follow-up.
- Follow calling procedures for unexplained absences.
- Log reasons for absence and ensure documentation/evidence is recorded appropriately (e.g., appointments, illness, leave requests).
- Escalate persistent unexplained absences promptly to relevant pastoral staff and the Deputy Head (Pastoral).

Safeguarding and confidentiality

- Maintain a vigilant approach to safeguarding, recognising that attendance can be a key indicator of welfare concerns.
- Escalate concerns immediately in line with school procedures to the DSL/Deputy Head (Pastoral) and record actions accurately.
- Handle sensitive information with discretion at all times, maintaining strict confidentiality and compliance with data protection requirements.

Communication and stakeholder management

- Act as a key point of contact for attendance-related queries from parents/guardians, staff and (where appropriate) pupils, providing clear guidance and a professional service.
- Liaise daily with Heads of School, Heads of Year, form tutors, reception/medical staff, and the wider office team to ensure consistent information and joined-up support.

Wider administrative contribution

- Provide additional administrative support within the Girls' Division.
- Support relevant school events and operational tasks as directed by the Deputy Head (Pastoral).
- Comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- Carry out any other reasonable duties as may be required from time to time within the context of the post.

This job description may be reviewed and updated from time to time to reflect departmental changes and organisational developments.



PERSON SPECIFICATION

SCHOOL OFFICE ADMINISTRATOR

GIRLS' DIVISION

EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
Five GCSE's, Grades A-C or equivalent	Essential	Application Form
NVQ Level 2 in Administration (or equivalent)	Desirable	Application Form
First Aid training (or willingness to train)	Desirable	Application Form & Interview
KNOWLEDGE/EXPERIENCE/SKILLS	ESSENTIAL/ DESIRABLE	EVIDENCE
Significant administrative experience in a busy setting; school office experience is highly advantageous	Essential	Application Form & Interview
Strong IT skills (Microsoft Office/Google Workspace) and ability to learn school systems quickly	Essential	Application Form & Interview
Experience using school MIS/attendance	Essential	Application Form & Interview
A proactive, solution-focused approach and strong teamwork skills	Essential	Application Form, Interview & Reference
Familiarity with attendance coding and attendance improvement processes	Desirable	Application Form, Interview & Reference
Experience supporting pastoral/behaviour/safeguarding administration	Desirable	Application Form, Interview & Reference
PERSONAL COMPETENCIES, QUALITIES, ATTITUDE AND BEHAVIOURS	ESSENTIAL/ DESIRABLE	EVIDENCE
Excellent accuracy and attention to detail, with confidence managing high-volume, time-sensitive data	Essential	Application Form, Interview & Reference

Confident and professional communicator (phone, email, face-to-face), including with sensitive matters	Essential	Application Form, Interview & Reference
Strong organisation, ability to prioritise and remain calm under pressure	Essential	Application Form, Interview & Reference
High levels of integrity, discretion, and understanding of confidentiality and safeguarding responsibilities	Essential	Application Form, Interview & Reference
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Essential	Interview & Reference



TERMS AND CONDITIONS

SCHOOL OFFICE ADMINISTRATOR

GIRLS' DIVISION

SALARY
<p>The salary is based on point 10 on the Bolton School Support Staff Salary Scale, £26,591 per annum. The pro-rata salary equates to £23,230.60 per annum.</p>
HOURS OF WORK
<p>37.5 hours per week, between Monday and Friday, during term time plus two weeks during the School holidays. The normal hours of work will be 8.30am until 4.30pm with a 30 minute unpaid lunch break per day.</p> <p>Term time is classed as when school is in session and on additional days during the academic year; leading to a total of 175 days. The additional days will be determined by the Head/Line Manager and may include INSET days, the day of the entrance examination and school holiday periods, to meet the needs of the Division or Department. The salary for a term time only member of staff is therefore based on 175 working days per academic year.</p>
HOLIDAY
<p>Pro rata of 20 days annual holiday, additional days holiday between Christmas and New Year, plus eight public holidays. All holidays to be taken out of term-time at times specified by the Manager.</p>
LINE MANAGEMENT
<p>Deputy Head (Pastoral)</p>
PENSION
<p>The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis.</p> <p>If you choose not to join the Group Personal Pension scheme and you fall into the category of “eligible worker” you will be automatically enrolled into the School’s alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of “qualifying earnings” and the School will contribute 5%. Further details are available upon appointment.</p>
OTHER BENEFITS
<ul style="list-style-type: none"> • Lunches will be provided free of charge on campus. • Free parking on site and an easily accessible campus with strong transport links (including being on a direct bus route). • Life Assurance cover up until the age of 65. • Access to a free Employee Assistance Programme. • Training and development opportunities will be offered. • Where appropriate fee remission arrangements will be offered for children to attend the Primary and Senior School.

- In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.
- Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- Ride to Work Scheme available.
- Electric Car Scheme available.
- Warm and friendly community.

An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process and will be based on information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked.

After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six month probationary period.